



STAFF REPORT

Meeting Date: June 4, 2014

Agenda Item #V.a.

Agency: City of Belmont, Tree Board
Staff Contact: Carlos de Melo – Community Development Director
(650) 595-7440, cdemelo@belmont.gov
Agenda Title: TREE REMOVAL PERMITTING/FEES
Agenda Action: Discussion & Direction

Recommendation

Staff recommends the Tree Board review the information presented in this report and provide a recommendation regarding Tree Removal Permitting/Fees. Tree Board recommendations will be forwarded to the City Council for future consideration.

Background

At the December 4, 2013 Tree Board meeting, the Board reviewed the subject item; this staff report follows up on the Board's discussion from the 12/4/13 meeting.

Analysis

The applicable tree removal fees for both general maintenance and development review projects are as follows:

- The Permit Fee for removal of any *Eucalyptus Globulus*, *Acacia* and *Monterey Pine* trees is \$75 for all such tree species at a 10-inch size or greater. This fee applies regardless whether the removal is associated with general maintenance or a development review project for a property. As of this time, no changes have been made regarding tree removal fees for development review projects (for all other species).
- The Permit Fee for Maintenance Removal Permits only (all species) that are issued by the Parks and Recreation Department is also \$75.

The current tree removal fees for Development Projects (*non-Eucalyptus Globulus, Acacia and Monterey Pine species*) are as follows:

Tree Size (DBH):

- 24 inch or greater = \$4,968
- 18 inch but less than 24 inch = \$3,725
- 10 inch but less than 18 inch = \$2,484
- Less than 10 inch = No Fee

The above fees could be determined at a lesser amount depending on the condition of the surveyed tree(s) to be removed; this determination is made via a condition/assessment by the City Arborist in evaluating the project/development impacts to such trees.

At the 10/2/13 Board meeting, the Board requested information from other peninsula cities regarding their tree removal fees; as such, the following cities were surveyed – Cupertino, Los Altos, Palo Alto, Redwood City, and San Mateo. At the 12/4/13 Board meeting, the Board requested information from other (similar to Belmont) Bay Area cities regarding their tree removal fees. The following additional cities were surveyed – Mill Valley, Orinda, and Saratoga.

The surveyed cities (via their posted information) did not appear to make a distinction between property maintenance and development review tree removals/permits. Listed below are the associated fees:

- Cupertino – \$168 permit for the first tree removed, \$85 for each additional tree removed
- Los Altos – \$50 permit fee
- Mill Valley – \$76 – Non-Heritage Tree; \$535 – Heritage Tree
- Orinda – \$36 Permit Fee; \$162 Mailing Fee
- Palo Alto – \$270 Permit Fee + \$270 Legal Review fee
- Redwood City – No fee
- San Mateo – \$75 permit fee for heritage tree removal on private property; no fee for street tree removal
- Saratoga – \$125 Permit Processing Fee

Staff has also provided an Exhibit (See Attachment A) which outlines the above-described fees, permit applications, etc. In most cases, replacement trees are expected to be planted, and/or tree deposits paid to ensure replacement plantings occur.

As discussed earlier, staff recommends the Board review/discuss the information provided in this report and provide a recommendation on the associated fees for Development Review tree removals. Such recommendations will be forwarded to the City Council for future consideration.

Tree Permit Appeal Fees

At the June 2013 Tree Board meeting, the Board recommended that the appeal fee for denied Tree Removal Permits be reduced from its current level (\$950) to \$425. This recommended fee modification will also be forwarded to the Council for future action (anticipated as part of the FY14-15 Budget review).

Alternatives

1. Take no action.

Attachments

- A. Surveyed City Tree Removal Permits/Fees

Fiscal Impact

- ☒ No Impact/Not Applicable
☐ Funding Source Confirmed:

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other

Purpose:

- ☐ Statutory/Contractual Requirement
☒ Council Vision/Priority
☐ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other

ATTACHMENT A

Surveyed City Tree Removal Permits/Fees

- Cupertino
- Los Altos
- Mill Valley
- Orinda
- Palo Alto
- Redwood City
- San Mateo
- Saratoga



CUPERTINO

TREE REMOVAL PERMIT APPLICATION FORM ✓

Community Development Department

10300 Torre Avenue
Cupertino, CA 95014

(408) 777-3308 / Fax (408) 777-3333

planning@cupertino.org

http://www.cupertino.org/planning

Property Owner	Phone (w)	Phone (h)
X		
Street Address	Fax	Cell
City, State, Zip Code	E-Mail	
Project Contact Person	Phone (w)	Phone (h)
X		
Street Address	Fax	Cell
City, State, Zip Code	E-Mail	
Project Address	APN (s)	

Application Requirements:

- ☐ Justification Statement: Explanation of why the tree(s) should be removed and, if needed, ISA certified Arborist report.
- ☐ Site Plan: show the location of the tree(s) and any buildings or improvements.
- ☐ Replacement Plan: Site plan showing a location for the replacement tree approved by an ISA certified arborist.
- ☐ Fees and Deposits

First Tree	\$168
Each Additional Tree	85
Retroactive Tree Removal	2,996
Tree Management Plan	1,171
Heritage Tree Designation	100
Categorical Exemption Fee	232
Categorical Exemption Filing Fee	50
Noticing Deposit	200
Arborist's Deposit (if needed)	1,500

	Species	Size (circumference at 4.5 feet from grade)
Tree A		
Tree B		
Tree C		
Tree D		
Tree E		
Tree F		
Tree G		

Attach sheet for additional trees

I certify that the foregoing statements are true and correct to the best of my knowledge. I understand that a misrepresentation of any submitted data may invalidate an approval by the Director of Community Development, Design Review Committee, Planning Commission or City Council of this application. I understand that the application may be withdrawn if I, or my authorized representative, is not present at the scheduled meeting(s) unless a written request for postponement has been presented to the applicable review body.

X

Applicant's Signature

Date

I declare under penalty of perjury that I am the owner of said property or have Power of Attorney (attach copy) from said property owner and that I consent to the above-described application and I authorize City staff and consultants to visit the site in order to take photographs, slides and/or videotape that may be shown at a city meeting.

X

Property Owner's Signature

Print Property Owner's Name

Date

Staff use only: (Do not write below this line)

Application accepted on _____ by _____

Application Type:

☐

Director's Tree Removal

☐

Planning Commission Tree Removal



Fee: \$50.00

**CITY OF LOS ALTOS
PRIVATE PROPERTY TREE REMOVAL APPLICATION**

Site Address: _____

Applicant: _____

Phone # (home): _____ **(work):** _____

Assessor Parcel Number: _____

Property Owner (if different from applicant): _____

Mailing Address: _____

Type of Tree(s): _____

Tree(s) Location on Property: _____

Tree Height: _____ **Tree Circumference at 48-inches above grade:** _____

Are there any locked gates or dogs that would hinder access to the tree(s)? _____

Is the house on the property one-story or two-story? _____

Do you anticipate any construction on the property in the near future? _____

Reason for tree removal: _____

(Attach additional sheets if more space needed)

Signature: _____ **Date:** _____

For City Staff Use Only:

Received by: _____ **Date:** _____

Fee Paid: _____ **Permit #:** _____

Notes: _____

TREE REMOVAL

Trees on Private Property

There are two types of tree-cutting permits required by the City of Mill Valley: one for trees on city property and one for trees on private property. The Department of Planning and Building oversees those on private property.

The City of Mill Valley's Planning Department requires a permit to remove four (4) or more (non-Heritage) trees on a developed site per year. The City requires a permit to remove any Heritage tree. In addition, no tree may be removed from a vacant site without a permit. There are certain exceptions to the permit requirements based on tree size, emergencies and vegetative management.

A summary of the City's tree regulations is available [here](#).
Heritage & non-Heritage tree regulations are [available here](#).

The Supplemental Application Form for [Tree Removal Permit](#) provides the application requirements (submit with the [Planning Application Form](#)). The current fee for a Tree Removal Permit is \$535 for a Heritage Tree. For 4 or more non-Heritage Trees on a developed lot or a Heritage Oak Tree with Sudden Oak Death the fee is \$76. Please allow up to 30 days for the process and approval of these tree permits.

For more information regarding Private tree trimming or removals call Planning Department at 388-4033.

Trees on City Property

The Department of Public Works, Parks Supervisor oversees the application process for pruning and removal of trees on city property. A permit is required to trim, brace or alter or remove any tree on city property. The current permit fee to trim, brace or alter trees is \$25. The current permit fee to remove a tree under 20" in diameter is \$25 per tree and for trees over 20" in diameter is \$100 per tree. Fees are due at the time of the permit request. An [Application for Pruning and Removal of City Trees](#), along with fee payment, must be turned into the Parks Department for processing prior to any work on city trees.

For more information regarding City tree trimming or removals call Department of Public Works 388-4033



City of Mill Valley Planning Department
Supplemental Application for
Tree Removal Permit

26 Corte Madera Ave., Mill Valley, CA 94941 • 415-388-4033 • Fax: 415-381-1736 • cityofmillvalley.org

Applicants: Please include the Main Application along with this Tree Removal Permit. Attach additional sheets if necessary. This permit is for tree removal requests on private property only.

Cross-Reference Information

Address/Location of Project Site:

Assessor's Parcel Number:

Trees Proposed to be Removed

Species:

Circumference (4 1/2 feet above ground):

Application Requirements

1. Completed Main Application Form, Tree Removal Permit form and Fee.
2. Photographs of the trees and a basic site plan indicating the location of the trees, species and circumference of all trees slated to be removed.
3. An Arborist report prepared by and signed by a certified arborist explaining the condition of the trees, reasons for removal and any plans for mitigation if applicable.
4. Applications for tree removal permits in conjunction with a Design Review application, construction or grading activity shall provide a detailed site plan. All such site plans shall indicate the location, species, and circumference of all trees located within 50 feet of proposed construction activity, including but not limited to all heritage trees which are proposed for removal.

Certification

I, the undersigned owner of the subject property, have read this application for a tree removal permit and certify that the information, drawings and specifications herewith submitted are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury.

Property Owner's
Signature _____

Date: _____

I, the undersigned applicant, have read this application for a tree removal permit and certify that the information, drawings and specifications herewith submitted are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury.

Applicant's Signature _____ Date: _____

Staff Use Only

Received By: _____

Date: _____

Review Procedure – Heritage Trees

1. The Zoning Administrator may conduct a public hearing before acting on any application for a Tree Removal Permit. A notice of the public hearing will be mailed to all property owners within 300 feet of the property on which the tree is located at least 10 days prior to the meeting. In addition, a public hearing notice poster must be prominently displayed at the project site.
2. The applicant or their representative must be present at any public hearings for the project. Any member of the public may speak at the public hearing.
3. The applicant or any interested party may appeal any decision by the City within ten calendar days of the decision by filing an appeal letter and a \$250 fee with the Planning Department.
4. When a Tree Removal Permit is required in conjunction with any other applications (such as a design review, use permit or variance application), the application for the tree removal permit shall be submitted and reviewed at the same time as the related applications.

Review Procedure – Non-Heritage Trees and Heritage Trees With Sudden Oak Death

1. The Director of Planning and Building may consider an application for a tree removal permit for four or more non-Heritage Trees on developed lots and any tree on a vacant lot. Notice of the Director's decision to approve a tree removal permit shall be mailed to property owners within 300 feet of the property ten days prior to the effective date of the decision. In addition, copies of a public notice poster shall be prominently displayed at the project site.
2. The applicant or any interested party may appeal any decision by the City within ten calendar days of the decision by filing an appeal with the Planning Department.
3. When a Tree Removal Permit is required in conjunction with any other applications (such as a design review, use permit or variance application), the application for the tree removal permit shall be submitted and reviewed at the same time as the related applications.

Criteria for Approval or Denial of a Tree Permit

A permit may be granted upon a finding that the tree removal is necessary to accomplish any one or more of the following objectives:

1. To protect the public health and safety by reducing or eliminating fire danger and other potential hazards to persons or property.
2. To prevent obstruction or interference with public utility facilities, sanitary sewer facilities, storm drains, or water supply facilities, or watercourses.
3. To ensure reasonable preservation of views and sunlight.
4. To enhance the health of the subject tree or adjacent trees.
5. To allow the owner to reasonably develop and use the subject property.

A tree removal permit may be denied if any one or more of the following findings is made:

1. Removal of a healthy heritage tree or multiple trees could be avoided by reasonable alternatives such as trimming, pruning, thinning, or other reasonable treatment.
2. Revisions to a proposed project would allow an owner to reasonably develop and use the subject property without requiring removal of a healthy heritage tree or multiple trees.
3. Adequate provisions for drainage, erosion control, land stability, avoiding adverse visual impacts and wind screening have not been made in situations where problems are anticipated as a result of tree removal.

Conditions of approval may be attached to any tree removal permit.

Summary of the **Mill Valley Tree Regulations**

Mill Valley Municipal Code Section 20.67

*All measurements are taken at "breast height" (4-1/2 feet above the ground).
"Tree removal" means complete removal of a tree, any action foreseeably leading to its death
or permanent damage to its health or removal of more than 1/3 of the foliage in any 12-
month period.*

Heritage Trees

A permit is required for removal or major pruning of Heritage Trees. The Director of Planning and Building may waive permit requirements when there is an immediate threat to the safety of persons or property. The following trees* and dimensions qualify a tree as being Heritage:

Tanbark Oak (<i>Lithocarpus densiflorus</i>):	65 inch circumference/approx. 20 inch diameter
Oak (<i>Quercus Supp.</i>):	75 inch circumference/approx. 24 inch diameter
Madrone (<i>Arbutus menziesii</i>):	75 inch circumference/approx. 24 inch diameter
Coast Redwood (<i>Sequoia sempervirens</i>):	95 inch circumference/approx. 30 inch diameter

*any tree designated to be a Heritage Tree by resolution of the City Council

Vacant Lots

A permit is required to cut any tree over 12 ½ inch circumference (approx. 4 inch diameter).

Developed Lots

A permit is required to cut **4 or more** trees over 19 inch circumference (approx. 6 inch diameter), unless removal is requested in writing by the City for vegetative management purposes.

Other Trees

Certain City development approvals protect non-Heritage trees on Mill Valley sites. Please call the Planning Department if you have any questions prior to removal of a tree.

Public Trees and Shrubs located on City Property

Contact Brandon Stewart, Parks Superintendent, (415) 388-4242.

For Permit Applications Contact:

Mill Valley Planning Department
26 Corte Madera Avenue, Mill Valley CA 94941
(415) 388-4033

Also under Planning Forms & Resources at cityofmillvalley.org

Current application fees:

- \$76.00 Non-Heritage trees or a Heritage Tree with Sudden Oak Death
- \$535.00 Heritage Tree (public hearing required)

Criteria for Approval or Denial of a Tree Permit

A permit may be granted upon a finding that the tree removal is necessary to accomplish any one or more of the following objectives:

1. To protect the public health and safety by reducing or eliminating fire danger and other potential hazards to persons or property.
2. To prevent obstruction or interference with public utility facilities, sanitary sewer facilities, storm drains, or water supply facilities, or watercourses.
3. To ensure reasonable preservation of views and sunlight.
4. To enhance the health of the subject tree or adjacent trees.
5. To allow the owner to reasonably develop and use the subject property.

A tree removal permit may be denied if any one or more of the following findings is made:

1. Removal of a healthy heritage tree or multiple trees could be avoided by reasonable alternatives such as trimming, pruning, thinning, or other reasonable treatment.
2. Revisions to a proposed project would allow an owner to reasonably develop and use the subject property without requiring removal of a healthy heritage tree or multiple trees.
3. Adequate provisions for drainage, erosion control, land stability, avoiding adverse visual impacts and wind screening have not been made in situations where problems are anticipated as a result of tree removal.

Conditions of approval may be attached to any tree removal permit.

Any decision on a Tree Removal Permit application may be appealed as specified in Chapter 20.100 of the Mill Valley Municipal Code.



CITY OF ORINDA

APPLICATION FOR TREE REMOVAL PERMIT

Planning

• 22 Orinda Way • Orinda, CA 94563 • (925) 253-4210 • FAX (925) 253-7719
• <http://www.cityoforinda.org> • orindaplanning@cityoforinda.org

Application Fee: **\$36**

Mailing Fee (City will prepare): **\$162**

Application is hereby made to the Orinda Planning Department pursuant to the provisions of Title 17, Chapter 21, of the Orinda Municipal code, for a Tree Removal Permit for the property herein described.

1. RECORD OWNER(S):

Name: _____

Mailing Address: _____

City, State, ZIP: _____

Phone Number: (_____) _____

Fax Number: (_____) _____

Email _____

2. AUTHORIZED AGENT(S):

Name: _____

Mailing Address: _____

City, State, ZIP: _____

Phone Number: (_____) _____

Fax Number: (_____) _____

Email _____

3. APPLICANT IS: (Check one)

☐ The record owner of the subject property

☐ Purchasing the property*

☐ Agent authorized by the owner*

☐ Lessee of the subject property*

☐ Other*

*Written authorization signed by the record owner must be attached

4. PROPERTY INFORMATION

Street address: _____

Cross street: _____

Assessor's Parcel Number: _____

Property size (acres or sq. ft.): _____

5. PERMIT TYPE: (check one)

☐ Type I: The proposed tree removal is **not** part of a project which will require a building or grading permit.

☐ Type II: The proposed tree removal is part of a project which will require a building or grading permit.

6. SUBMITTAL REQUIREMENTS

The following materials and/or information must be submitted with this application:

1. A list of the species, size*, and location of the all tree(s) proposed to be removed.

**Diameter as measured 4½ feet above the junction of the root and trunk sections;*

2. A statement of reason for the proposed tree removal.

3. A written recommendation by a professional licensed arborist concerning the health and quality of the tree(s) in question and possible alternative actions (*if applicable*).

4. A site plan, which at a minimum includes the following:
 - a. All protected trees* and all native riparian trees on the property by trunk location, diameter, tree species and an accurate outline of each tree's dripline.
 - b. Indicate each protected and/or riparian tree to be altered, removed, destroyed or relocated and each tree to be protected.
 - c. Outline all structures on the property and property lines.
 - d. Location, size and species of replacement vegetation (*if applicable*)

5. SIGNATURE

I hereby certify that I am the applicant for the Tree Removal Permit in this application, that I have read the foregoing application and attached "Guide to Tree Removal Permit Applications," and other required legal documents, and know the contents thereof to be true and accurate to my own knowledge and assume all responsibility for their accuracy except as to the matters therein stated on information or belief and that as to those matters and things I believe them to be true.

Signed: _____
Record owner(s)

Signed: _____
Authorized agent(s)

Application must include the signature of the record owner. If an authorized agent signs in the owner's behalf, the agent shall sign his/her own name and attach the owner's written authorization to this application.

OMC 17.21.2 "Protected tree" means a live tree located on public or private property meeting one or more of the following standards:

1. A tree located on an assessor's parcel upon which there is an existing structure, which is of the following species and which has a trunk diameter equal to or greater than twelve (12) inches at 4.5 feet above its existing grade: valley oak (*Quercus lobata*), live oak (*Quercus agrifolia*), black oak (*Quercus kelloggii*), white oak (*Quercus garryana*), canyon oak (*Quercus chrysolepis*), blue oak (*Quercus douglasii*), interior live oak (*Quercus wislizenii*);
2. A tree of any size designated to be protected and preserved on an approved development plan or as a condition of approval of a tentative map, a tentative parcel map, or other development approval or land use entitlement or permit issued by the city;
3. A native riparian tree with a trunk diameter of four inches at 4.5 feet above its existing grade or a multi-trunk native riparian tree with a cross-sectional area of all trunks equal to a cross-section area of a single stem of four inches at 4.5 feet above its existing grade. "Riparian tree" is a tree within thirty (30) feet of the edge of a creek bank or a tree beyond thirty (30) feet but in such proximity to a creek bank that it requires or tolerates soil moisture levels in excess of that available in adjacent uplands;
4. A tree with a trunk diameter equal to or greater than six inches in diameter at 4.5 feet above its existing grade on a vacant or undeveloped assessor's parcel, unless it is a tree identified on the Disallowed Plant List maintained by the Planning Department in conformance with OMC Section 8.20.070;
5. A replacement tree planted as restitution for an act in violation of this chapter.

OMC 17.21.5 (F) Protected Tree Replacement. An applicant shall replace a protected tree in accordance with the following standards:

1. For each six inches or fraction thereof of the aggregate diameter of trees approved for removal, the applicant shall plant 1 native tree with a diameter no less than 0.75 inches. One-third of the replacement tree requirement may be fulfilled by planting native shrubs that mature at a height no less than five feet. The applicant may substitute a larger number of smaller trees or a smaller number of larger trees if approved by the Director based on a finding that tree replacement will be more beneficial to the health and vigor of all trees on the property.
2. If the development site cannot accommodate the replacement trees, with the written approval of the Director and the property owner, the applicant may plant the replacement trees on public or private property located in Orinda. Alternatively, the applicant may make an in lieu payment of one hundred and twenty-five dollars (\$125.00) for each replacement tree otherwise required. All in lieu payments shall be used for city landscape-related projects.

PLANNING & COMMUNITY ENVIRONMENT DEPARTMENT

Planning

FY 2012 FEE

FY 2013 FEE

Environmental Impact Assessment (EIA) - continued

Environmental Impact Report (EIR)	Initial deposit of 100 percent of estimated costs due upon application plus Legal Fees and Other Application Fees on pages 17-6 and 17-7. If estimated costs exceed \$100,000 alternative deposit and payment schedule arrangements may be made at the discretion of the Director of Planning and Community Environment. 100 percent of processing costs will be recovered.	Initial deposit of 100 percent of estimated costs due upon application plus Legal Fees and Other Application Fees on pages 17-6 and 17-7. If estimated costs exceed \$100,000 alternative deposit and payment schedule arrangements may be made at the discretion of the Director of Planning and Community Environment. 100 percent of processing costs will be recovered.
Mitigation Monitoring - Environmental Impact Report	Initial deposit of \$3,276.00 plus Other Application Fees on page 17-7. 100 percent of processing costs will be recovered, including any charges for specialized consultants.	Initial deposit of \$3,543.00 plus Other Application Fees on page 17-7. 100 percent of processing costs will be recovered, including any charges for specialized consultants.
Mitigation Monitoring - Mitigated Negative Declaration	Initial deposit of \$1,092.00 plus Other Application Fees on page 17-7. 100 percent of processing costs will be recovered, including any charges for specialized consultants.	Initial deposit of \$1,181.00 plus Other Application Fees on page 17-7. 100 percent of processing costs will be recovered, including any charges for specialized consultants.

Director's Approval

Home Improvement Exception	\$889.00 plus Other Application Fees on page 17-7.	\$961.00 plus Other Application Fees on page 17-7.
Protected Tree Removal	\$250.00 plus Other Application Fees on page 17-7.	\$270.00 plus Other Application Fees on page 17-7. ←
Neighborhood Preservation Zone Exceptions	\$2,056.00 plus Other Application Fees on page 17-7 plus Environmental Impact Assessment.	\$2,224.00 plus Other Application Fees on page 17-7 plus Environmental Impact Assessment.

Individual Review

Preliminary Individual Review Meeting with Architect	\$100.00	\$108.00
Individual Review Minor Revisions to approved projects	\$1,475.00 plus cost of notices	\$1,595.00 plus cost of notices
New 2nd story addition or new 2-story home	\$3,718.00 plus Other Application Fees on page 17-7 and any other entitlements necessary to complete the project, including historic review.	\$4,021.00 plus Other Application Fees on page 17-7 and any other entitlements necessary to complete the project, including historic review.

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~~Items found inside "shaded" areas indicate fees or charges.~~

PLANNING & COMMUNITY ENVIRONMENT DEPARTMENT

Planning

FY 2012 FEE

FY 2013 FEE

Legal Review Fees

Legal Review Fee-Appeal of Planning & Transportation Commission, Architectural Review Board, City Council, or Planning Director decision	\$250.00	\$270.00 ←
Legal Review Fee-Mitigation Monitoring-Mitigated Negative Declaration	\$500.00	\$541.00
Legal Review Fee-Mitigation Monitoring-Environmental Impact Report	\$1,000.00	\$1,082.00
Legal Review Fee - Demolition Application for Historic Buildings	\$1,500.00	\$1,622.00
Legal Review Fee - Historic Resource Major Project	\$1,000.00	\$1,082.00
Legal Review Fee - Transfer of Development Rights project	\$1,000.00	\$1,082.00
Legal Review Fee - Mills Act Contract - Establish or Withdraw	\$2,000.00	\$2,163.00
Legal Review Fee - Williamson Act Contract - Establish or Withdraw	\$1,500.00	\$1,622.00
Legal Review Fee - Comprehensive Plan Change	\$1,000.00	\$1,082.00
Legal Review Fee - Development Agreement	Minimum initial deposit of \$5,000.00. 100 percent of legal services and costs incurred will be recovered.	Minimum initial deposit of \$5,408.00. 100 percent of legal services and costs incurred will be recovered.
Legal Review Fee - Development Agreement - Annual Review	\$750.00	\$811.00
Legal Review Fee - Development Project Preliminary Review	\$750.00	\$811.00
Legal Review Fee - Environmental Impact Report	\$2,000.00	\$2,163.00
Legal Review Fee - Nonconforming Use Exception	\$1,000.00	\$1,082.00
Legal Review Fee - Site and Design Fee	\$1,250.00	\$1,352.00
Legal Review Fee - Minor Subdivision - Preliminary Parcel Map	\$500.00	\$541.00
Legal Review Fee - Minor Subdivision - Preliminary Parcel Map - with Exception	\$1,000.00	\$1,082.00

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REDWOOD CITY'S TREE PRESERVATION ORDINANCE

WHY?

Redwood City's Tree Preservation Ordinance is in place to ensure that the larger trees on private property in Redwood City are maintained in an appropriate manner which benefits the property owners and residents of the community. The trees cannot speak up for themselves or move away from endangering situations!

Although these trees belong to individual properties, larger privately-owned trees have an impact on the quality of life of our entire community. These privately owned trees grow in the City's urban forest and contribute as much, if not more, to the quality of life of a neighborhood than the City-owned street trees and park trees.

This ordinance governs trees of any species that have grown to a size of 38 inches in circumference (or twelve [12] inches in diameter) or greater, at the largest point measured between six (6) inches and three feet above ground. For trees of this size, a permit is required prior to pruning or removal.

PRUNING STANDARDS

The City adheres to the current tree care industry pruning standards — American National Standards Institute (ANSI) A-300 Pruning Standards.

Some people have stated that their tree is too tall and needs to be cut. Physiologically, trees do not grow "too tall." Trees can grow too lengthy for their structure, too heavy for the branch attachment, and/or can be allowed to grow for too many years without maintenance pruning. Trees also can develop structural defects that may predispose a trunk or limb to failure. The presence of trees within the urban area increases the target potential of any failure.

Normal maintenance pruning will remove dead wood and weakly attached branches, thin-out any excessively-thick foliage, shorten long limbs, and remove or mitigate most branch defects. In some instances, the pruning can lower the overall height of a tree through "crown reduction." The typical percentage of live foliage removed during pruning should not exceed 33%, with 20% being a more realistic target, depending on the condition of the tree. Adhering to these pruning standards, the inherent structure of the tree should be enhanced.

Topping, or severe heading cuts, is not a recognized pruning standard or maintenance technique. "Topping" is the indiscriminate cutting of branches and trunk to a predetermined height without regard to tree structure or lateral branches or buds. Topping normally removes an unacceptably high percentage of the foliage from the tree. A tree's natural response to topping is to quickly grow a flush of new leaves to achieve a similar balance of the number of leaves present prior to the cutting. These new small sprouts usually grow from buds around the cut area. The dense new growth can quickly become overcrowded and weakly attached. If left unattended, the sprouts enlarge, may grow against each other and are prone to failure. Additionally, the improperly cut limb is exposed to greater opportunity for decay which can eventually cause wood failure. Even if the sprouts are attended to by follow-up pruning, the limbs are weakly attached, growing around the point where decay may be weakening the wood structure. For these reasons, Redwood City will not approve "topping" as a maintenance pruning or "safety" pruning procedure.

ENFORCEMENT

Violation of this ordinance is subject to penalties. The citation for illegally pruning a tree is \$500 per tree. The citation for illegal removal or destruction of a tree is \$500 per tree, plus planting a landscape specimen tree or trees equaling the appraised value of the original tree. The appraised value may be determined or will be verified by the City. The citation for failure to comply with a condition of the permit is \$500 plus any mitigation costs towards replacing the value loss of the tree. An ordinance violation could also be prosecuted as a misdemeanor. The penalty for a misdemeanor may be a fine/sentence of up to \$1,000 and 6 months in jail.

There is no fee for this permit at this time. Permits are normally processed within ten working days. Thank you in advance for your cooperation towards keeping Redwood City's privately owned urban forest safe and healthy.

ABOUT THE CITY

BUSINESS

GOVERNMENT

RESIDENTS

DEPARTMENTS

ONLINE SERVICES

Tree Services

Redwood City, California

[Home](#) » [Public Works Services](#) » [Tree Services](#)

Tree Services

[Best Management Practices](#)[Urban Forest Vision](#)[FAQs](#)[Links](#)[Tree Management Plan](#)[Tree Preservation Ordinances & Permit Application](#)

- [List of "Work Verified" Tree Care Companies](#)
- [Master Tree List](#) (pdf, 103KB)
- [Redwood City's Pruning Standards](#)
- [Redwood City's Tree Pest Management Philosophy](#)
- [Redwood City's Tree Removal Criteria](#)
- [Tree Planting Programs and Maintenance Policies](#)
- [Controlling Aphids](#) (pdf, 103KB)
- [Sudden Oak Death](#) (pdf, 712KB)
- [Watering Agreement](#) (pdf, 136KB)
- [Watering Instructions](#) (pdf, 242KB)

Objective

Preserve and protect the urban forest, both public and private, for the benefit of all.

Overview

Trees significantly enhance the overall beauty of the environment and raise the quality of life for all who live and work in the city. Two tree protection ordinances were established (for over thirty years), to protect and preserve this natural asset. Proper pruning standards are also encouraged to maximize the health and beauty of the tree and minimize potential problems. A tree takes many years to grow and only minutes to cut down. Removal is the last resort option, when no other reasonable alternative can correct a problem. The Public Works Department strives to plant more trees than are removed each year.

Ordinances

The "Street Tree Ordinance" protects all city-owned trees - those trees growing within the public right-of-way. Trees growing in the public right-of-way (usually the area between the sidewalk and curb, and sometimes areas between the sidewalk and the home) cannot be planted, pruned, or removed without first securing a permit from the city. There is no fee for this permit.



STREET TREE APPLICATION

CITY OF SAN MATEO
Department of Parks and Recreation
2001 Pacific Blvd. San Mateo, CA 94403
Phone: 650-522-7420
Fax: 650-522-7421
Email address: trees@cityofsanmateo.org
Chapter 13.35 S.M.M.C.

DATE _____

The undersigned owner of the property at _____
(Tree address - print or type)

daytime phone _____, hereby applies for permission to prune ☐, remove ☐, plant ☐ street tree(s) as following:

Prune: _____
(Attach a copy of the pruning specifications from the tree care company performing the work) number of tree(s) to be pruned _____

Remove: _____
(name of tree) number of tree (s) to be removed _____

Plant: _____
(name of tree) number of tree (s) to be planted _____

Other: _____
(name of tree) (number) _____

Reason for removal: _____

NOTE: PLEASE COMPLETE AND SUBMIT ALL COPIES. FORM MUST BE SIGNED BY OWNER OF PROPERTY. REPLACEMENT TREES SPECIFIED BY THE STREET TREE MASTER PLAN ARE REQUIRED BY SAN MATEO MUNICIPAL CODE CHAPTER 13.35 AND CITY COUNCIL RESOLUTION NO. 99 (1984).

I understand that there is a \$350.00 tree planting deposit that will be returned when I meet the tree replacement conditions. If I do not meet the permit conditions within 6 months of the permit date, I understand that the \$350.00 deposit will be placed into the Tree Planting Fund to cover costs of planting a tree in the City of San Mateo, and for necessary inspections or other administrative costs.

Property Owner/Print Name

Property Owner Signature

Property Owner's Street Address

City
Property owner's
e-mail

State

Zip Code

PERMIT

GRANTED ☐ By: _____
CITY OF SAN MATEO, PARKS AND RECREATION DEPARTMENT DATE _____

CONDITIONS: _____

This signed permit must be available at site of work at all times when work is being done. Permit expires 6 months from date of issue. It is the responsibility of the applicant to dispose of tree debris by hauling to suitable disposal site. Violation is subject to prosecution.

HERITAGE TREE APPLICATION

CITY OF SAN MATEO
Department of Parks and Recreation
2001 Pacific Blvd. San Mateo, CA 94403
trees@cityofsanmateo.org
Phone: 650-522-7420
Fax: 650-522-7421
Chapter 13.52 S.M.M.C.

DATE _____

The undersigned owner of the property at _____
(Tree Address - Print or Type)

daytime phone _____, hereby applies for permission to remove _____ or prune _____
more than 25% of the living foliage, or 1/3rd of the root system:

Kind _____ Number of trees _____

Location (front, rear, side) _____

Reason for removal: _____

I understand that there is a \$350.00 tree planting deposit that will be returned when I meet the tree replacement conditions OR, when I pay into the City of San Mateo Tree Planting Fund an amount equal to the value of a replacement tree, as determined by the Director of Parks & Recreation, in accordance with San Mateo Municipal Code Chapter 13.52. If I do not meet the permit conditions within 6 months of the permit date, I understand that the \$350.00 deposit will be placed into the Tree Planting Fund to cover costs of planting a tree in the City of San Mateo, and for necessary inspections or other administrative costs.

Diameter of trunk _____ inches.
(Measured at 4 feet above ground)

**NOTE: PLEASE COMPLETE AND SUBMIT ALL COPIES.
FORM MUST BE SIGNED BY OWNER OF PROPERTY.
THERE IS A \$75. FEE FOR APPROVED PERMIT. IT IS
NOT REQUIRED THAT THE HOMEOWNER BE
PRESENT DURING INSPECTION, UNLESS PETS OR
LOCKED GATES PREVENT ACCESS TO TREE.**

Property Owner/ Print Name

Property Owner/Signature

Street

City

State

Zip Code

Email

PERMIT

GRANTED ☐ By: _____
CITY OF SAN MATEO, PARKS AND RECREATION DEPARTMENT _____ DATE _____

CONDITIONS: _____

REPLACEMENT OF TREE(S) OR PAYMENT OF EQUAL VALUE IN LIEU OF REPLACEMENT
IS REQUIRED BY SAN MATEO MUNICIPAL CODE SECTION 13.52
This signed permit must be available at site of work at all times when work is being done.

SAN MATEO

DESCRIPTION OF SERVICES		UNIT	FEE
	GOLF COURSE (continued)		
	B. RESIDENT	Per Round	\$33.00
	Weekdays	Per Round	\$27.00
	Weekday Twilight	Per Round	\$19.00
	Weekday Super Twilight	Per Round	\$45.00
	Weekends (Fri., Sat., Sun., Holiday)	Per Round	\$33.00
	Weekend Twilight	Per Round	\$25.00
	Weekend Super Twilight	Per Round	\$24.00
	Weekday-back 9	Per Round	\$28.00
	Weekend-back 9	Per Round	\$27.00
	Senior Weekdays	Each	\$250.00
	Sr. 10 Playcard		
	C. JUNIOR	Per Round	\$14.00
	Jr. Weekdays	Per Round	\$17.00
	Jr. Weekend	Each	\$20.00
	D. RESIDENT GOLF ID. CARD (Annual Fee)		
VII.	PARK AND LANDSCAPE RESOURCES		
	A. Heritage Tree Permit	Per Permit	\$ 75.00 ←
	Tree Replacement Deposit	Per Permit	\$350.00 ←
	Tree Replacement Cost		
	24" Box Tree	Per Tree	\$350.00 ←
	Right of Way Tree Removal	Per Hour	Overtime rate for Tree Trimmer and/or Tree Trimmer Leadworker (2 hour minimum) or actual cost charged by a city designated private tree care company. ←
	B. Park In-Lieu Fee / Park Impact Fee for Residential Planning Application projects involving parcel maps, subdivision and other multi-family residential projects.	Per residential unit type:	
		Single family detached	\$18,563 per unit*
		Single family attached	\$16,398 per unit*
		Multi-family 2-4 units	\$15,283 per unit*
		Multi-family +5 units	\$12,659 per unit*
		Mobile homes	\$21,580 per unit*
	C. Park and Recreation Tax on Residential Building Permits	Per \$100 valuation on bldg permit app.	\$.30



TREE PERMIT APPLICATION

CITY OF SARATOGA • 13777 FRUITVALE AVENUE • SARATOGA, CA 95070
CITY ARBORIST KATE BEAR • (408) 868-1276 • KBEAR@SARATOGA.CA.US

OFFICE USE ONLY

Date Received:	Status:	Permit # TRP
Expiration Date for Approved Permit:	Deadline to Appeal Denial of Permit:	
STEP 1: PROPERTY OWNER INFORMATION		
Property Owner:	APN:	
Home Phone:	Work/Cell Phone:	E-mail:
Address where work will be performed:		
Nearest Cross Street:	Tree Company Performing Work:	
Mailing Address (if different from above):		

I understand that the tree(s) may be removed, pruned, or encroached upon, only according to the criteria established by Article 15-50 of the City code, and that by signing this form, I am agreeing to the conditions of the permit. If trees are requested for removal, my signature certifies that they are located solely on my property. I authorize the city arborist or representative to visit the property to inspect trees.

X
Signature of Property Owner _____ Date _____

STEP 2: LIST TREES BELOW – APPLICATION PROCESSING FEE = \$125

Make checks payable to the City of Saratoga and submit payment along with the permit application.

- Check the appropriate column to indicate if the tree is to be either: removed, pruned in excess of 25% of the canopy, or encroached upon for construction work (e.g. digging or using equipment with 5 feet of the tree canopy).
- For encroachment or construction, you may need an arborist deposit and arborist report. Call for more information.
- Tree Removal permits are required for the removal of the following trees:
 - Native Trees with a DBH (diameter at breast height-4½ feet above the ground) of 6" or greater (19" in circumference).
 - Other Trees with a DBH of 10" or greater (31" in circumference measured 4 ½ feet above the ground).
 - Any street tree (within public street or right of way) or Heritage Tree (designated by HPC and CC) regardless of size.

Species	Remove <input checked="" type="checkbox"/>	Prune >25% <input checked="" type="checkbox"/>	Construct- /Encroach <input checked="" type="checkbox"/>	Location (Front, Back, or Side Yard)	Reason (Dead, Diseased, Property Damage, etc.)

STEP 3: LOCATION OF TREES

Prepare a site plan in the area below, showing all trees to be removed from the property. Please include identifying structures and streets

PERMITTED WORK HOURS/NOISE LIMITS

- (b) **Powered Garden tools.** Powered garden tools shall not exceed 78 dBA at any point twenty-five feet or more from the source of noise. Such tools may be utilized during the following days and times:
- (1) Gasoline powered leaf blowers may be utilized between 8:00 A.M. and 5:00 P.M. Monday through Friday and Saturdays between 10:00 A.M. and 5:00 P.M. Use of gasoline powered leaf blowers shall not be allowed on Sundays.
 - (2) Gasoline powered chainsaws may be utilized between 8:00 A.M. and 5:00 P.M. Monday through Friday and between 10:00 A.M. and 5:00 P.M. on Saturday and Sundays.
 - (3) Other powered garden tools (except gasoline powered leaf blowers and chainsaws) may be utilized between the hours of 8:00 A.M. and 9:00 P.M. any day of the week.
- (c) **Wood chippers.** Wood chippers shall not exceed 100 dBA at any point twenty-five feet or more from the source of noise. Wood chippers may be utilized between 8:00 A.M. and 5:00 P.M. Monday through Friday and Saturdays between 10:00 A.M. and 5:00 P.M. Use of wood chippers shall not be allowed on Sundays.

Permit # TRP

TO BE COMPLETED BY A FIELD INSPECTOR:

☐ Notification Required

This tree removal permit is APPROVED in accordance with Article 15-50 of the City Code based on the following:

The tree is DEAD ☐

The condition of the tree with respect to disease, imminent danger of falling, proximity to the structures and interference with utility services. ☐

The necessity to remove the tree because of physical damage or threatened damage to improvements or impervious surfaces on the property. ☐

The topography of the land and the effect of the removal upon erosion, soil retention and the diversion or increased flow of surface waters. ☐

The number, species, size and location of the existing trees in the area and the effect the removal would have upon shade, privacy impact, scenic beauty, property values, erosion control, and the general welfare in the area. ☐

The age and number of healthy trees on the property is able to support according to good forest practices. ☐

Whether or not there are any alternatives that would allow for retaining or not encroaching on a protected tree. ☐

Whether the approval of the request would be contrary to or in conflict with the general purpose or intent of Article 15-50. ☐

Any other information relevant to public health, safety, or general welfare and the purpose of this ordinance as set forth in section 15-50.010. ☐

The necessity to remove the tree for economic or other enjoyment of the property when there is no other feasible alternative to the removal. ☐

☐ APPROVED ☐ DENIED ☐ OTHER

CONDITIONS:

☐ Replacement tree(s) shall be planted within 3 months from the approval date. The city will re-inspect to ensure compliance with all conditions of approval.

☐ Replace with _____ 15 gallon tree(s):

☐ Reaching a mature height of _____ feet or more. ☐ Anywhere on the property. ☐ In the front yard.

☐ From the City's List of Natives. ☐ Palms are not acceptable as replacement trees.

☐ Other: _____

Signature of Inspector

Date of Inspection

Signature of Community Development Representative

Effective Date of Permit

Appealing to the City Council

If the appellant is not satisfied with the Planning Commission's decision, they are able to appeal to the City Council. Their decision stands and cannot be appealed.

Required Tree Protection During Construction

When Do You Need An Arborist Report?

An Arborist Report is required when encroachment or improvements occur within the rootzone of a tree. The rootzone is defined as the area starting at the trunk and moving outward to form an irregularly shaped circle that follows the contour of the tree canopy and extends beyond the dripline of the tree by five feet.

What is an Arborist Report?

The City Arborist can prepare the report for the applicant (please allow up to 30 days) or the applicant may hire an Arborist of their choosing. (Companies must hold a Business License in Saratoga). The Arborist Report guides the applicant on how to protect trees

How Much Does An Arborist Report Cost?

The City charges \$120/hr and the overall cost can vary depending on the complexity of the project and the number of trees involved. The applicant is to set up an Arborist Deposit Account in order to create a report. The initial deposit starts at \$2,500 plus \$150 for a document storage fee. Some projects may require a larger deposit. An Arborist Deposit Account is required even if the applicant hires

their own arborist. If there are remaining funds in the Arborist Deposit Account, they are returned to the owner at the completion of the project.

Posting A Tree Protection Bond

Arborist reports include the monetary value of all trees that are close to proposed construction (work will be within 5 feet of the edge of a tree's canopy). This value is posted as a Tree Protection Bond (Tree Protection Security Deposit) at the applicant's financial institution for the duration of the project. A form is submitted to the Community Development Department verifying that a security deposit has been put in place prior to issuance of building permits. The bond is released back to the applicant after a successful Final Inspection from the City Arborist.

Frequently Asked Questions

How To Check If A Permit Has Been Granted?

Call Community Development 408.868.1222 or visit www.saratoga.ca.us/trees and click Tree Removal Permit Activity Reports.

How To Report An Illegally Removed Tree?

Call the non-emergency sheriff's line at 408.299.3233.

My Neighbor Has A Dead Tree

Contact the City Arborist and written notice informing them will be sent.



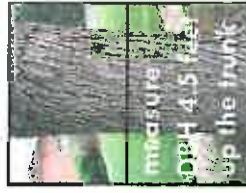
Tree Removal & Protection

Saratoga City Arborist

kbear@saratoga.ca.us

What Trees Require Permits

- Native trees with a DBH (diameter at breast height) of 6" or greater (19" in circumference measured 4.5 feet above ground). See list below
- Other trees with a DBH of 10" or greater (31" in circumference measured 4.5 feet above the ground)



Protected Native Trees

Big Leaf Maple	Black Oak
Blue Oak	CA Buckeye
Coast Redwood	Coast Live Oak
Douglas Fir	Scrub Oak
Tan Oak	Valley Oak

- Any street tree (tree within a public street or right-of-way) regardless of size
- Trees required to be planted by the city

Pruning Permit

A permit is required to prune more than 25% of a tree's canopy or when the pruning does not follow the *International Society of Arboriculture* guidelines. Pruning more than 25% of a tree's canopy can significantly stress the tree, and it requires prior approval from the City Arborist.

Applying For A Permit

Submit an application along with a processing fee (\$125) by mailing or bringing it in person to the Community Development Department at 13777 Fruitvale Avenue. The application can be filled out at City offices or found on line at the City's website www.saratoga.ca.us/trees under Tree Removal Permit Applications. You can fill out the contact information on the form online before printing and submitting it. Maps need to be drawn after printing out the application form.

After The Permit

Request Is Submitted

The City Arborist will visit the site of the requested tree for removal for a field inspection.

If Your Request Is Permitted

The City Arborist will send a written notice to homeowners within 150 feet of the property. Neighbors are given 15 calendar days to appeal the application. If the permit application is to remove a dead tree, or one that has fallen, the application fee may be refunded or waived once the City Arborist verifies that the tree is dead or fallen. For emergency situations the notification requirement may be waived to allow immediate removal of the tree.

If Your Request Is Denied

The applicant has 15 days to appeal a denied application. An appeal application plus a fee must be submitted to the Community Development Department within the 15 day period in order to appeal an application. Appeals are filed at City Offices at 13777 Fruitvale Avenue. The case for the tree removal is made to the Planning Commission. If no appeal is filed, the application expires at the end of the 15 day period and the tree is not permitted for removal.

If the City Arborist Requests An Arborist Report

In cases without a clear status of the tree's health, there may be a request for an Arborist report. Consult the Selecting An Arborist guide found at www.saratoga.ca.us/trees.

Appealing A Permit Decision

Visit www.saratoga.ca.us/thingstodo/forms.asp to find the appeal form. It is the same form for both owners of the tree and neighbors, and costs \$500 for either side.

Appealing to the Planning Commission

Once an appeal has been filed, the appellant is scheduled with the earliest available Planning Commission Meeting. After the appellant presents the case, the Planning Commission makes a decision to approve or deny the permit.